

**SPECIFICATIONS LIST...Graphic Clerk....Lorene Denard**

1. Logs incoming graphic line cuts; marking each with figure number and Key number.
2. Logs in all material returning from Board of Geographical Names.
3. Files material returning from Board of Geographical Names.
4. Keeps record of originals to be returned, files these, obtains necessary receipts and wraps them for the courier service.
5. Keeps record books up to date for each successive JANIS report.
6. Keeps map file numbers up to date for each successive JANIS report.
7. Performs other duties as directed by the Board.

**JCS Declassification/Release Instructions on File**